

**STATE OF ALASKA
DEPARTMENT OF ADMINISTRATION
DIVISION OF GENERAL SERVICES
PROPERTY MANAGEMENT OFFICE**

CUSTOMER GUIDE

TEL: (907) 754-3403

FAX: (907) 754-3407

State Property Manager
christopher.brooks@alaska.gov

Publication Data

This guide is a publication of the Property Management Office (PMO). It is only intended to provide customers with an overview of the PMO and its general operational practices. This guide does not supercede or replace any statutory or regulatory guidelines or authorities established by the State of Alaska, or policies and procedures as implemented by the Director of Division of General Services, or the Commissioner of Department of Administration.

Contents are subject to change, addition, or deletion without prior notice.

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How We Fit

The Property Management Office (PMO) is a section under the Division of General Services, within the Department of Administration, tasked with executing the department's property management program. Our main facilities are in Anchorage, Alaska, with surplus warehouse operations also located in Juneau, Alaska.

Our Mission

The PMO's mission is to provide management of the Executive Branch assets. This is accomplished through maintaining the State's Property Control System and providing effective and efficient management of assets statewide. In addition, the PMO develops, implements, and enforces State property control and accounting policies and procedures, assists State agencies in managing their property, and operates the State's surplus property disposal and federal surplus property programs.

Our Functions

Property Control

PMO serves as the central coordinating office for all statewide, day-to-day personal property transactions for Alaska's Executive Branch, except for State equipment fleet and telecommunication assets. Although PMO maintains involvement, the daily management of Alaska's equipment fleet is the responsibility of the Department of Transportation and Public Facilities and telecommunication assets is the responsibility of the Department of Administration, Enterprise Technology Services division. Working hand-in-hand with the statewide network of Department Property Officers, PMO ensures that assets are protected, maintained, accounted for, and equitably distributed among State agencies. That means reduced expenditures and greater savings to the State.

Inventory Accounting

PMO maintains accountability of over a billion dollars in active inventory in personal property assets. This task is accomplished through the Property Control System and a dedicated network of Department Property Officers and Property Custodians statewide.

Our Surplus Programs

State Surplus Property Program

As State equipment becomes unnecessary or obsolete, it is classified as either excess or surplus and identified by the various State agencies to PMO for disposal. Excess items are redistributed among State and quasi-state agencies by request and surplus items are disposed of through the Anchorage and Juneau surplus sale barns or auction (online). All items are sold “as is” with no implied or specified warranty or guarantee.

Many of the States surplus property items are available for sale. While certain categories of items are more commonly found in our surplus facilities, the inventory is dynamic, with different items arriving weekly. The selection of low-cost surplus property not only offers the general public real bargains, but also provides a means of recapturing revenue to the State General Fund for the benefit of all Alaskans.

Federal Surplus Property Program

PMO also operates Alaska’s Federal Surplus Property Program. This program, established under the control of the U.S. General Services Administration, provides surplus federal property to the State that is allocated to qualified participants called Donees on a fee basis. Fees are based on a percentage of an item’s original federal acquisition cost, and include any additional expenses such as repair, transportation, or special handling. A myriad of items are made available to the Federal Surplus Property Program. Such items include but are not limited to: furniture, office supplies and machines, hardware, medical supplies and equipment, building materials, motorized vehicles, and heavy equipment. Donees include: State and public agencies, non-profit organizations for educational and public health activities, non-profit and public programs for the elderly, public airports, and educational activities of special interest to the armed services. Organizations that wish to participate as program Donees must submit a completed application for eligibility to the PMO.

It is important to note that federally mandated compliance guidelines and restrictions apply to items obtained through the Federal Surplus Property Program. Qualified organizations must fully comply with those guidelines and restrictions or risk losing their program eligibility status. Apart from loss of eligibility, the organization could, at their own expense, be directed to return the out of compliance items to the States federal surplus property facility in Anchorage, Alaska.

Our Business Dealings

Solicitations

Apart from purchases directly tied to our facility operation, PMO is not in the procurement business. Businesses and individuals should not solicit sales or other business from PMO. PMO does not respond to unsolicited sales offers or other commercial ventures. PMO does not maintain vendor or contractor lists. All inquiries or requests for such lists should be directed to the State of Alaska, Online Public Notice System at the following link:

<http://aws.state.ak.us/OnlinePublicNotices/>

Or you may obtain related information by calling (907) 465-2250

Real Property

PMO does not normally deal in real property, leases, housing matters, or any such related areas. Please refer these types of questions to the following:

**State of Alaska
Department of Administration
Division of General Services
Leasing & Facilities Section
550 W. 7th Ave., Ste 1970
Anchorage, AK 99501**

Or you may obtain related information by calling (907) 269-0303

Auctions (Online)

PMO utilizes online auction services to sell some State excess surplus property to the general public. Individuals interested in bidding on items listed on the online auction site should visit the following website to register to become a buyer:

<http://www.publicsurplus.com/>

The terms and conditions of bidding can be found on the online auction website listed above.

Sale Barns

PMO holds weekly surplus property sales called “Sale Barns.” Sale Barns are open to the general public. PMO does not normally sell items by lots during Sale Barns. This practice allows more surplus property to be made available on an individual basis for our customers interested in only one or two items. Many items are priced as marked, while others are sold at an agreed upon price through negotiated sales.

Sale Barn hours of operation for the general public are listed below:

Anchorage Surplus Sale Barn

Monday & Tuesday Hours: 8:30 a.m. to 12:00 p.m.

Wednesday Hours: 8:30 a.m. to 3:00 p.m.

Physical Address:

2400 Viking Drive

Anchorage, AK 99501

Phone: (907) 754-3400

Juneau Surplus Sale Barn

Wednesday Hours: 8:30 a.m. to 3:00 p.m.

Physical Address:

5011 Short Street

Juneau, AK 99801

Phone: (907) 465-2172

Property Transactions with State Agencies

Procedures and requirements for property transactions governed by PMO are contained within the State Property Control Manual and State Property Handbook. For specific questions not addressed in the property manual/handbook, please contact the Property Manager at (907) 754-3403.

Note: State agencies must schedule an appointment with the PMO office to drop off surplus items, prior to making delivery at a surplus warehouse. Unscheduled deliveries are subject to refusal at the sender’s expense.

Hours of Operation

Warehouse operations include the care, preservation, receipt, storing, securing, accounting, and distribution of excess and surplus property items. To ensure the maximum use of our limited resources, PMO maintains the following hours of operation:

Administrative Offices:

Monday – Friday 8:00 a.m to 4:30 p.m

Weekends – Closed

Recognized Holidays - Closed

Warehouse Operations:

	<u>Pick-up from Warehouse</u>	<u>Deliver to Warehouse</u>
Monday	9:00 a.m. to 3:00 p.m.	9:00 a.m. to 3:00 p.m.
Tuesday	9:00 a.m. to 3:00 p.m.	9:00 a.m. to 3:00 p.m.
Wednesday	9:00 a.m. to 3:00 p.m.	No Deliveries
Thursday	9:00 a.m. to 3:00 p.m.	9:00 a.m. to 3:00 p.m.
Friday	9:00 a.m. to 3:00 p.m.	No Deliveries
Weekends	Closed	Closed
Recognized Holidays	Closed	Closed

Note: State agencies must schedule an appointment with the PMO office to drop off surplus items, prior to making delivery at a surplus warehouse. Unscheduled deliveries are subject to refusal at the sender's expense. Below are the phone numbers and physical addresses for the Anchorage and Juneau surplus warehouses.

Anchorage Surplus Warehouse

Physical Address:

2400 Viking Drive

Anchorage, AK 99501

Phone: (907) 754-3404

Juneau Surplus Warehouse

Physical Address:

5011 Short Street

Juneau, AK 99801

Phone: (907) 465-2172

Who to Contact

Policy, Procedures, Training, and Suggestions:

Property Manager

Chris Brooks

Phone: (907) 754-3403

Fax: (907) 754-3407

Email: christopher.brooks@alaska.gov

State Inventory and Property Control System:

Property Manager

Chris Brooks

Phone: (907) 754-3403

Fax: (907) 754-3407

Email: christopher.brooks@alaska.gov

Status of Payment, Surplus Sales, and other PMO-Related Accounting Issues/Questions:

Accounting Technician I

Tiffany Ellington

Phone: (907) 754-3400

Fax: (907) 754-3407

Email: tiffany.ellington@alaska.gov

Federal Surplus Property Program:

Federal Property Allocation Officer / Procurement Specialist I

Matthew Moore

Phone: (907) 754-3406

Fax: (907) 754-3407

Email: matthew.moore@alaska.gov

Anchorage Surplus Warehouse:

Stock & Parts Services Sub-Journey

Silvio Mazzella

Phone: (907) 754-3404

Fax: (907) 754-3407

Email: silvio.mazzella@alaska.gov

Procurement Specialist I

Matthew Moore

Phone: (907) 754-3406

Fax: (907) 754-3407

Email: matthew.moore@alaska.gov

Juneau Surplus Warehouse:

Stock & Parts Services Journey II

Jeff Campbell

Phone: (907) 465-2172

Fax: (907) 465-2296

Email: jeff.campbell@alaska.gov

End of Customer Guide